



5 December 1958

SUBJECT: Preparing and Submitting Certificates of
Performance of Maintenance and Obtaining
Approval Prior to All Travel

TO: Westinghouse Electric Corporation
Friendship International Airport
Baltimore 27, Maryland

1. This letter supersedes our letter DPS-1673 dated
13 June 1958 pertaining to submittal of Certificates of Service
and to travel performed by representatives.

2. The Contractor's letter of 15 July 1958 recommended use
of a Certificate of Performance of Maintenance rather than the
conventional Certificate of Service. Authorization is granted to
use the suggested certificate provided the following additional
sentence is added to the certifying statement: "The travel indi-
cated below was performed and authorized and is chargeable to the
Government."

3. The following instructions apply in preparing and submit-
ting certificates:

a. The certificates will be prepared in the number of
copies required by the using activity. SAC has been advised of
the special certificate applicable to Westinghouse personnel.

b. The SAC Supervisory Officer will sign the certificate
only after satisfying himself that the contract technical services
have been performed.

c. The original signed copy will be returned to Contrac-
tor personnel for transmittal to company headquarters.

d. The Contractor will attach the original signed copy
of the Certificate of Performance of Maintenance to the invoice
when presenting the Contracting Officer with an invoice for pay-
ment. Certificates should be prepared and submitted in a timely
manner. Early payment of services is contingent upon prompt
submittal of certificates.

4. From the standpoint of administrative control, it is considered necessary that all FOG contractors, including Westinghouse, obtain approval prior to all travel. This will be accomplished as follows:

a. Authorization will be obtained from the using command prior to all travel within SAC, i.e., from location to location. Travel Orders prepared by the using organization provide this authorization.

b. Authorization will be obtained from the WSFO prior to all travel between locations and contractor's plants for such as vacations, training, illnesses, transfers, etc. The WSFO will keep the using organization advised of the travel authorized in this area which is chargeable to the Government.

5. The signature of the Air Force Supervisory Officer on the original copy of each certificate serves as final approval for purposes of payment by the Contracting Officer. This approval covers maintenance of equipment as well as authorized travel which is chargeable to the Government.

6. The Contractor is requested to comply immediately with the above instructions.